



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

EMPLOYMENT OPPORTUNITY

COURT REPORTER

\$ 24.71 HOURLY/40 HOURS WEEK

Final Filing Date: CONTINUOUS

POSITION OVERVIEW Primary responsibility is to perform difficult court reporting functions associated with the official record of all testimony and court activities, including reporting all proceedings in court; preparing transcripts; labeling, filing and maintain notes; and preparing backup disks for all notes, transcripts, etc.

Essential Duties And Qualifications : To perform this job successfully, an individual must be able to perform each essential job satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required . Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Essential Duties:** Attends court sessions and reports all proceedings using a stenograph machine; provides read back of the record, as requested; prepares and certifies transcripts pursuant to Court order; coordinates appeal transcripts; labels, files and secures notes, transcripts, and other related documents and prepares backup disks of same; updates dictionary; attends Grand Jury sessions, records proceedings and prepares transcripts. **Knowledge of:** Correct English usage, including spelling, grammar, punctuation, and vocabulary; basic legal, medical and other technical terminology required in court proceedings; all computer applications and hardware related to performance of the essential functions of the job; record keeping, report preparation, filing methods and records management techniques. **Ability to:** Operate a steno machine use tact, discretion, initiative and independent judgment within established guideline; use a computer to accurately and rapidly enter and retrieve data and information; communicate orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner; sit, listen, and concentrate for long period of time; understand and carry out written and oral instructions, giving close attention to detail and accurate; work unsupervised; establish and maintain effective working relationships with others.

Desirable Qualifications: Preference will be given to Real Time Court Reporting capabilities

A combination of education and experience that would demonstrate possession of the knowledge and ability to perform the essential functions of the position. An example would be one or two years of experience as a court reporter; or any combination of education, training and experience which provides the required knowledge, skills, and ability to perform the essential functions of the job.

Licenses and Certifications: Valid California Driver's License

Certified Shorthand Reporter (CSR) - State of California

Union Representation: Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

Background Investigations: Positions in the Courts may be subject to background and financial investigations.

SELECTION PROCEDURES: All applications will be reviewed with those judged most qualified progressing further into the selection process. Based on the number of qualified candidates, a written exam, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form will be administered. A passing mark of 70 must be attained for placement on the employment list. Special testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 OR (707) 463-6815 to discuss needed arrangements.

24 Hour Job Line 707-467-2544
AA/EEO Employer
Phone: (707) 463-4285
www.mendocino.courts.ca.gov

APPLY TO: Superior Court Human Resources
County of Mendocino
P. O. Box 996
Ukiah, California 95482